

Hall of Records
Commission

REQUIREMENT FOR RECORDS RETENTION SCHEDULE

To be Submitted to the Records Management Division
Hall of Records CommissionSCHEDULE
NO.

C-179

PAGE
NO. 1.

Requesting Agency

HARTFORD COUNTY

2. Division or Bureau of Requesting Agency

BOARD OF EDUCATION, Administrative Assistant

3. Authorization Requested (Check only one of the squares below).

☐ A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
1.	<p><u>GENERAL FILE</u></p> <p>Size: Letter size Dates: 1950 - - Quantity: 8 file drawers File Arrangement: By subject Disposable Amount: 3 cubic feet</p> <p>This file includes handwritten, typescript, and printed material:</p> <p>General correspondence Federal Government Federal reports Building applications Pupil-teacher trip evaluations State-county agency correspondence</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL INACTIVE, WHICHEVER IS LATER, AND THEN DESTROY.</p>	APPROVED HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

Signature

Title

Date

Schedule Authorized as Indicated in Col. 6 by Hall of
Records Commission.Disposal Authorized as Indicated in Col. 6 by Board of
Public Works.

Date

Archivist

MAY 15 1961

Date

Secretary